

Internship Application
Office of Congressman Mark S. Kirk
U.S. House of Representatives

***Note:** According to the Rules of the United States House of Representatives all applicants **MUST** be enrolled in an educational program that grants school credit to participants in internship programs. Applicants must be prepared to provide documentation of their enrollment in such a program.

I: Contact Information:

Name: _____

Date of Birth: _____

Home Address:

School Address:

Email Address:

Phone Number:

_____ (Home)

School Currently Attending:

_____ (Work)

_____ (Cell)

Graduation Date: _____

Major: _____

II: Position Specifications (some flexibility):

Availability:

Please circle desired session:

Monday _____

I: January – May

Tuesday _____

II: May – July

Wednesday _____

III: July – September

Thursday _____

IV: September – January

Friday _____

III: Additional Information:

Please attach with this application:

1. A copy of your resume
2. A one-page cover letter which explains why you want to intern in Congressman Kirk's office. Also include information that is not on your resume that will help us with the selection process.
3. Two letters of recommendation

Please email or fax this application to the appropriate office:

DC Office:

Jeff Phillips

Email: jeff.phillips@mail.house.gov

Fax: 202.225.0837

Deerfield or Waukegan Office:

Ryan Holz

Email: ryan.holz@mail.house.gov

Fax: 847.940.7143

If you have any further questions, contact Jeff Phillips at 202-225-4835.